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THE LAKEWOOD CITIZEN PARTICIPATION PLAN

FOR

U.S. COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Adopted by

Lakewood Housing & Community Development Advisory Committee

July, 1978

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Lakewood Citizen Participation Plan

The purpose of this plan is to foster a high level of participation by Lakewood residents in planning, implementing and assessing the federal Community Development Block Grant program.

The scope of citizen participation has included the development of this adopted plan. In addition, *the scope of citizen participation* citizen involvement will include application development; program implementation; assessment of performance; submission of views and proposals; consideration of objections to applications; complaints; technical assistance; adequate information; public hearings; bilingual dissemination, when appropriate; and program amendments.

Standards

1. Participation in the Block Grant program by Lakewood residents will be at both the communitywide and neighborhood levels. The Lakewood Housing and Community Development Advisory Committee is the primary organization formed by the City to encourage citizen participation.

2. All aspects of citizen participation in Lakewood will be conducted in an open manner, with freedom of access for all interested persons.

3. There will be involvement of low-and moderate-income persons, members of minority groups, residents of areas where

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a significant amount of activity is proposed or ongoing, the elderly, the handicapped, the business community, and civic groups who are concerned about the program.

4. There exists and will continue to be substantial representation of low-and moderate-income residents and members of minority groups on the Lakewood Housing and Community Development Advisory Committee.

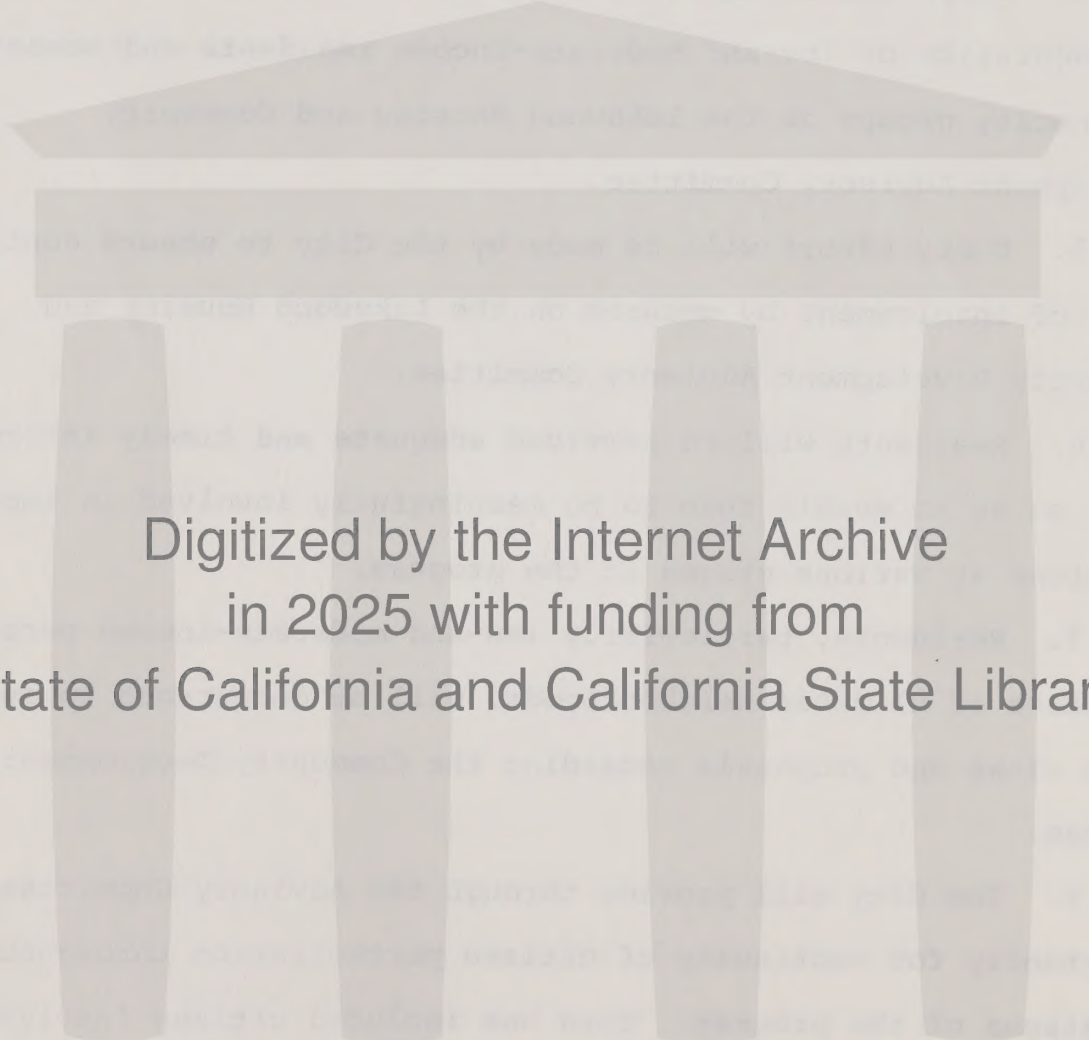
5. Every effort will be made by the City to ensure continuity of involvement by members on the Lakewood Housing and Community Development Advisory Committee.

6. Residents will be provided adequate and timely information, so as to enable them to be meaningfully involved in important decisions at various stages of the program.

7. Residents, particularly low-and moderate-income persons and residents of blighted neighborhoods, will be encouraged to submit their views and proposals regarding the Community Development Program.

8. The City will provide through the Advisory Committee the opportunity for continuity of citizen participation throughout all stages of the program. This has included citizen involvement in the development of the citizen participation plan, and will include involvement in the following areas:

- a) Application development
- b) Program implementation
- c) Assessment of performance
- d) Submission of views and proposals
- e) Consideration of objections to applications



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- f) Complaints
- g) Technical assistance
- h) Adequate information
- i) Public hearing
- j) Bilingual
- k) Program amendments.

Element 1. HCD Advisory Committee

The Lakewood Housing and Community Development Advisory Committee was formed by action of the Lakewood City Council to elicit and heighten citizen participation in the Community Development Block Grant program.

All active members of the Lakewood Community Action Committees (CACs) were invited by the Council to participate as members of the Advisory Committee. In addition to CAC members, the City Council supplemented the membership of the Advisory Committee with appointees to ensure the participation of traditionally underrepresented segments of the Lakewood community.

The Advisory Committee will be structured through bylaws to be adopted by the City Council upon recommendation from the Advisory Committee.

- 1) Development
- 2) Technical assistance
- 3) Assistance for research
- 4) Public hearing
- 5) Disposition
- 6) Economic assessment

Annex 1. WCH Advisory Committee

The WCH Advisory Committee was formed by order of the Lakewood City Council to assist and facilitate citizen participation in the Community Development Block Grant program.

All active members of the Lakewood Community Action Committee (LWAC) were invited by the Council to participate as members of the Advisory Committee. In addition to LWAC members, the City Council requested the membership of the Advisory Committee with appointments to ensure the participation of traditionally disadvantaged segments of the Lakewood community.

The Advisory Committee will be structured through bylaws to be adopted by the City Council upon recommendation from the Advisory Committee.

Element 2. Submission of Views and Proposals

The City through the Advisory Committee will encourage the submission of views and proposals regarding the Community Development Program from residents, particularly target group residents.

Views and proposals will be submitted:

- 1) Directly to the City through the Advisory Committee during the planning period prior to public hearings on the application;
- 2) To recognized neighborhood, project area, and communitywide citizen organizations;
- 3) At area and other meetings of the Advisory Committee, if scheduled prior to formal public hearings;
- 4) At formal public hearings.

In eliciting views and proposals, the Advisory Committee will undertake the following:

- 1) Citizens and target group residents will be invited, via the news media and other appropriate means, to submit views at formal public hearings and other times to be prescribed by the Advisory Committee.
- 2) Articles will be included, as determined by the Advisory Committee, in the City newsletter to elicit citizen participation through the submission of views and proposals.
- 3) The designation of target group residents may be extended by the Advisory Committee from time to time for the purpose of furthering communications, but not as a method of neighborhood or group evaluation.
- 4) Written invitations will be mailed to persons and civic organizations which register an interest with the City Clerk in being notified of community development activities. The Advisory Committee will encourage target group residents and groups to so register their names and addresses.

Chapter 2. Summary of Vision and Strategy

The City through the Advisory Committee will encourage the submission of vision and strategy proposals from community organizations, business and industry, and individuals.

These proposals will be submitted:

1. To the City Council by the City Manager, the Advisory Committee, and the Planning Commission, as well as the public.

2. To the Planning Commission, the City Council, and the City Manager.

3. To the City Council, the City Manager, and the Planning Commission, as well as the public.

4. To the City Council, the City Manager, and the Planning Commission.

5. To the City Council, the City Manager, and the Planning Commission.

6. To the City Council, the City Manager, and the Planning Commission.

7. To the City Council, the City Manager, and the Planning Commission, as well as the public.

8. To the City Council, the City Manager, and the Planning Commission, as well as the public.

9. To the City Council, the City Manager, and the Planning Commission, as well as the public.

10. To the City Council, the City Manager, and the Planning Commission, as well as the public.

5. A questionnaire will be inserted in the trash billings of the City to determine and encourage public views.
- 6) At least annually, area meetings of the Advisory Committee will be held to encourage the submission of views and proposals to target group residents and citizen organizations.
- 7) All responses by staff to written proposals, or proposals included in the record of meetings held for the purpose of soliciting views and proposals, will be in writing. All responses will be within 15 working days of receipt.
- 8) Staff responses to the submitted proposals will be presented to the Committee for critique. The Advisory Committee will review all staff responses. If the Committee meets within the 15-day review period, staff response will be presented to the Committee for critique prior to mailing.

Element 3. Application Development

Residents will be involved in the development of the annual application, including:

- 1) The three-year community development plan, including the identification of community development and housing needs, and the setting of priorities;
- 2) The Housing Assistance Plan (HAP), including the annual housing action program;
- 3) The annual Community Development program;
- 4) Any amendments and other changes to the above as provided for by HUD.

To fulfill these requirements, the Advisory Committee will:

- 1) Receive presentations by staff regarding the applicable HUD requirements and the City's current application and plans. Additional presentations will be made on subsequent applications and plans.

- 2) Review all proposed applications and plans and be provided the opportunity to comment. All comments will be presented to the City Council.
- 3) Comments by the public at large will be elicited by the Advisory Committee through workshop meetings held by the Committee prior to formal public hearings before the City Council and at the time of public hearings before the City Council.
- 4) Existing Lakewood organizations will be solicited for suggestions concerning the application and plans. In addition, the organizations will be encouraged to indicate interest in being added to the mailing list maintained by the City Clerk.
- 5) The Advisory Committee, at least annually, will hold area meetings to elicit public comments from target group residents.

Element 4. Program Implementation

The Advisory Committee will discharge its responsibilities to involve citizens in program implementation in an affirmative fashion to elicit a high level of participation.

Residents will be afforded, at a minimum, the following important roles:

- 1) Residents through the Advisory Committee will have an advisory role in policy decisions regarding program implementation.
- 2) The Advisory Committee will formulate recommendations from time to time regarding self-help activities by citizen groups to foster community development goals.
- 3) Residents who receive the benefits of the block grant projects will be invited by the Advisory Committee to comment on program implementation and make recommendations. Procedures will be prescribed by the Advisory Committee and may take the form of area meetings.

Element 5. Assessment of Performance

Lakewood residents and citizen organizations will be afforded the opportunity to assess and submit comments on all aspects of the City's community development performance, including the performance of the City's grantees and contractors. They will also be given the opportunity to assess projects and activities to determine whether objectives are achieved.

The City will include in its annual performance reports:

- 1) Copies of comments submitted by residents regarding the City's community development performance;
- 2) The City's assessment of such comments;
- 3) A summary of any action taken in response to the comments received.

The Advisory Committee will facilitate performance assessment by Lakewood residents and organizations by the following methods:

- 1) Informational presentations will be arranged by staff to the Advisory Committee on all aspects of the City's community development performance. Areas of performance will be prescribed from time to time by the Committee.
- 2) Informational presentations will be arranged by staff to the Advisory Committee on all block grant related projects and activities so that objectives can be measured.
- 3) Comments will be provided at least annually by the Advisory Committee to the City Council regarding the City's community development performance and the achievement of block grant objectives.
- 4) Residents and specific organizations will be invited to attend sessions of the Advisory Committee when informational presentations are made and comments are solicited.

- 5) Area meetings will be held by the Advisory Committee at least annually to foster understanding of community development performance and objectives. Comments will be solicited, and staff will respond in writing to all appropriate comments.

Element 6. Technical Assistance

To facilitate a high level of citizen participation, technical assistance will be provided. Technical assistance will be extended to the Advisory Committee and to citizen groups, which register their interest in the program with the City Clerk, to ensure they may adequately participate in planning, implementing, and assessing the program.

Technical assistance also will be directed toward assisting citizens in organizing and operating neighborhood and project area organizations and in carrying out Community Development Program activities.

Technical assistance by the City will be in the form of written materials and consultations to inquirers.

When inquirers consist of more than 10 persons from a group or neighborhood, a meeting may be arranged by staff to facilitate the provision of technical assistance by the City.

To the extent feasible by City staffing, target group residents will be assisted in developing concise proposals and statements of views.

City specialists and HUD specialists will be utilized to provide technical assistance.

Because of limited City and HUD staffing, specialists to provide technical assistance will be limited to persons so designated by the City Administrator.

At least quarterly, reports on the status of community development program will be provided by staff to the Advisory Committee as a form of technical assistance.

Element 7. Complaints

Written responses by staff will be made within 15 working days after the receipt of a written complaint. Staff responses to complaints will be presented to the Committee for critique. With the exception of frivolous complaints, staff response will be in the form of a point-by-point reaction to specific criticisms. If the content of a complaint is based on a probable misunderstanding (e.g., the scope of block grant activities), the response communication will so state and give the complaining party the opportunity of alternative forms of redress.

Element 8. Adequate Information

The City will provide full public access to program information. Affirmative efforts by the City to assure adequate information is available to residents, especially target group residents, will include the following activities:

- 1) The City will include in its newsletter that circulates at the beginning of the application planning period a full description of the block grant application procedure, the grant amount, the range of eligible activities, the process to be followed, the role citizens play in the program, a description of past projects, and any other important program information suggested by the Committee.
- 2) A news release will be prepared incorporating the information provided in 1).
- 3) The City will prepare a rudimentary guide to the block grant program that includes, but is not limited to, the information provided in 1).
- 4) Program information and other documents, as prescribed by the Advisory Committee and HUD, will be made available through the City Clerk's office during normal working hours for citizen review upon request.
- 5) Upon completion of clearinghouse reviews of the City's annual application, the City will publish a notice that its application has been submitted and is available to interested parties for review. The City will describe how objections to the application may be made.
- 6) At a minimum, the City will place copies of its citizen participation plan, the proposed and approved application, and the annual performance report at the public libraries in Lakewood. In addition, copies of the above will be provided for public inspection at the Lakewood and Bloomfield Community Service Centers and the Youth Center. Other locations may be designated from time to time by the Advisory Committee.

The City will provide for full and timely disclosure of its program records and information consistent with applicable State and local laws regarding personal privacy and obligations of confidentiality. Documents available for citizen review upon request at the City Clerk's office will include the following:

- 1) All mailings and promotional material;
- 2) Records of hearings;
- 3) All key documents, including all prior applications, letters of approval, grant agreements, the citizen participation plan, performance reports, evaluation reports, other reports required by HUD, and the proposed and approved application for the current year;
- 4) Copies of the regulations and issuances governing the program;
- 5) Documents regarding other important program requirements, such as contracting procedures, environmental policies, fair housing and other equal opportunity requirements, relocation provisions and the A-95 review process.

Element 9. Public Hearings

At least three public hearings during each program year will be held by the City Council to obtain resident views and to respond to citizen proposals and questions at different stages of the program. The hearings will be held in conjunction with regular, adjourned or special meetings of the City Council and at convenient times. The designated sites of such hearings will include the Council Chambers and the Pan American Room at the Lakewood Administration Building. Other locations may be chosen. In all cases, the sites selected will permit broad public participation, particularly by target group residents. Hearing arrangements will be made to ensure full participation of handicapped citizens.

Presubmission Hearing. The City Council will hold a presubmission hearing at the initial stage of application development on community development and housing needs and priorities, and to obtain comments on the City's community development performance.

In addition, the City Council will hold a public hearing to obtain views of residents prior to submission of the City's application to clearinghouse review.

Performance Hearings. The City Council will hold a public hearing 30 to 60 days prior to the start of planning for the next program year in order to review program progress and performance.

Role of Advisory Committee. For all hearings and as feasible, the Advisory Committee will provide the City Council with a written report incorporating the views of the Committee and members of the public who have attended Committee meetings or responded to Committee requests for views.

Hearing Notices. The City will at least 10 days prior to each public hearing, publish a notice in easily readable type in the nonlegal section of newspapers of general circulation. Such notices will indicate the date, time, place and procedures of the hearing and topics to be considered. The City will also make reasonable efforts to provide the notices, in the form of news releases, to neighborhood newspapers or periodicals serving target group residents.

The Advisory Committee from time to time will prescribe additional notification procedures including the publishing of an overall schedule of workshops and hearings.

Bilingual. In the event the Advisory Committee finds and determines that a significant number of target group residents speak and read a primary language other than English, all notices of public hearings and summaries of basic information will be produced in such language or languages and bilingual opportunities will be offered at required public hearings.

Element 10. Program Amendments

Residents will participate in any contingency, local option activity or program amendments, except those for disaster activities.

The City Council will hold a public hearing on any application amendment requiring HUD approval. Amendments not requiring this approval will be discussed at a public meeting of the Advisory Committee with a report to be submitted subsequently to the City Council.

The Advisory Committee will prescribe additional methods from time to time to permit citizen participation in any amendments.

*Council
Decisions*

The following Committee has been formed to study the

various social and economic problems in the city

and to make recommendations to the City Council.

Members: Mr. J. H. Smith, Chairman; Mr. J. B. Jones, Vice-Chairman; Mr. J. C. Brown, Secretary.

The Committee will hold its first meeting on Monday, January 15, 1950, at 8:00 P.M. in the City Council Chamber.

It is requested that all interested parties attend this meeting.

For further information, please contact the City Clerk's Office.

Very truly yours,

John H. Smith, Chairman

Statement of the Committee

The Committee has held its first meeting on Monday, January 15, 1950.

At this meeting, the members discussed the various social and economic problems in the city.

The Committee has decided to hold a series of public hearings on these problems.

The first hearing will be held on Tuesday, January 24, 1950, at 8:00 P.M.

The hearing will be held in the City Council Chamber.

It is requested that all interested parties attend this hearing.

For further information, please contact the City Clerk's Office.

Very truly yours,

John H. Smith, Chairman

The Committee will hold its next meeting on Wednesday, January 25, 1950.

For further information, please contact the City Clerk's Office.

Respectfully,

Definitions

Advisory Committee - The Lakewood Housing and Community Development Advisory Committee. The Committee was established by order of the Lakewood City Council on April 25, 1978. The Committee superseded the Lakewood Community Action Committees (CACs). The CACs originally served as a focal point for citizen participation in the Block Grant program. All active members of the CACs were invited to join the new Advisory Committee. In addition, the City Council appointed persons to the Committee who would fulfill federal requirements for participation of normally underrepresented population segments. The Committee is comprised of 36 members, with a geographical distribution of members throughout the community.

Area - The City is divided, for purposes of eliciting citizen participation from throughout the community, into four areas (note map on following page).

City - City of Lakewood, California.

City Council - The Lakewood City Council.

HUD - The U.S. Department of Housing and Urban Development. This federal agency is responsible for the administration of the Housing and Community Development Act of 1977. As part of the Act, Congress extended the Community Development Block Grant program to assist local communities for activities providing "decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low-and moderate-income."

Target Group Residents - Low-and moderate-income persons, minorities, project area residents, elderly and handicapped. A substantial representation of such residents on the Advisory Committee is required by federal law.

Written Proposals - Written proposals shall include any proposal made to the City during designated times and places to receive views and proposals on the Community Development Program.

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